

CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 6 June 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 29 May - 5 June 1956

25X1 1. The eighth DDS Cable Refresher was presented 5 June for
25X1 personnel from DDS, Commercial Staff and General Counsel. This was the
25X1 final course in which [] will actively participate; the
25X1 remaining presentation to Communications personnel will be conducted by
[] A considerable number of hours have been spent by
[] in reviewing current cable traffic and working up problems
to fit each group. From the favorable comments and response from the
people attending the courses it was time well spent. In addition to the
benefit to [] of good contacts made and participation in lively
discussions of the problems of various offices, we will further benefit
from the materials gathered together. A file has been set up of the
many thoughts presented, problems run and feasible solutions reached. We
will be able to draw on this material for both the Operations Support and
Administrative Procedures courses.

2. The two auditing students in the first week of Operations
Support #21 proved to be a disrupting influence to the others in the class.
Obviously their interest was less, due to the fact that they did not
participate in any of the test situations. When a request comes in for
tracecraft tutorial training that cannot be filled by this office because
of current work load, it is suggested that the Operations School take over
this responsibility rather than enter students in the class for only one
week. This was discussed with [] He indicated that he did not
know these students were in the class for only one week.

25X1 3. The long-range schedule is now finalized. This was closely
coordinated with []

4. The first seminar discussion of the course case in Operations
Support was a great success. So much so, that future plans include
additional seminars. The students were asked to submit questions they
had on the case and from these the instructors were able to lead the
seminars in a fairly uniform fashion.

5. The surveillance problem was conducted 5 June without incident.

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